

Your quote request should be sent to : r.pasquaroli@ercongressi.it

Company Details:

Company Name:
 Address:
 Zip:
 City:
 Country:
 Sales Contact:
 Phone number:
 E-mail:
 Invoice informations (Name and Address):
 Intra-Community VAT Number:

Time schedule & Staff Profile:

(Column in yellow to be completed by ER Congressi)

DATE	STAFF PROFILE *	Number of Staff needed	Where: Booth N° /Lecture Hall N° / Meeting room N° /	Task to perform	Starting Time	End Time	No. of Hours	COST
							TOTAL AMOUNT €	

* **Staff Profile:** Booth Hostess / Meeting Room/ Hospitality Suite / Symposium

Contracting information for Host/Hostesses:

- Deadline to order: February 1st, past this date requests will be subject to availability of staff.
- Cancellation policy: all cancellation must be received by writing to r.pasquaroli@ercongressi.it. Free cancellations are allowed until March 8th, past this date any cancellation will be charged 100% cancellation fee
- Payment conditions: 100% prepayment upon invoice reception upon confirmation

- Cost: 23.10€ +ITALIAN VAT/hour per staff.
- Minimum contracting 4h.

- Language: English.
- Dress Code: Black suit (jacket and trousers) with white top/shirt under jacket.

- Meeting point for industry: at the door of the room at the time informed by the industries.
- Meeting point for exhibitors: booth and time given as per informed by the industries.
- Depending on the hours requested and duration of the services (over 6h), you will need to guarantee a 30 minute pause for lunch and 10 minutes pause morning/afternoon for the contracted staff.
- Host/Hostesses on the exhibition area can only perform basic bar service (*coffee/tea preparation with a Nespresso machine or similar (no professional equipment) or cold drink service (water, soft drinks), no food handling or any preparation*) anything else should be performed by a Barman or specialized staff.